

## **FIRE CHIEF**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief officer for the fire department and includes highly responsible administrative and supervisory duties in the areas of planning, organizing, and managing all functions, personnel, and property of the department. The Fire Chief develops and administers the departmental operating budget, performs public relations duties, provides for employee training, and oversees the care and maintenance of all department equipment and property. The Fire Chief also takes command at the scenes of fires and other emergencies, directing fire fighting, rescue, and related emergency activities, and provides for a program of fire prevention, including inspections and investigations. The employee of this class works with a high degree of independence, reporting to and having work reviewed by the governing authority for the city.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department, including determining how the department should be organized and how personnel should be deployed. Sets goals and objectives for the fire service. Conducts inspections of the various divisions and services of the department, evaluates the effectiveness of these divisions and services, and takes appropriate action to improve problem areas. Makes changes in departmental operations that will help the city improve ISO ratings.

Works with boards and agencies whose operations affect the functioning of the fire department. Negotiates with fire fighter's labor unions. Reviews existing or proposed legislation to formulate position statements to be used by the department or the city administration. Monitors and evaluates local conditions which may become fire or safety hazards.

Investigates accidents involving department equipment or personnel, determines the cause, and makes changes in procedures to avoid future accidents. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law. Holds meetings with subordinate personnel for the purpose of receiving reports and disseminating information. Maintains discipline among department employees.



Reads department correspondence and takes the action required, either by answering the correspondence or by assigning it to an appropriate subordinate for reply.

Provides for the accounting for the money and assets of the department. Gathers information for and prepares a departmental operating budget. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the established budget.

Serves as department representative at meetings of local civic or governmental bodies to give reports, offer advice, make recommendations, or keep informed on local trends that may affect the fire service.

Takes command at the scene of a fire or other emergency. Performs size-up and directs emergency operations, supervising subordinate employees in fighting fire, rescuing persons from life threatening situations, containing hazardous materials, providing emergency medical assistance, and performing salvage and overhaul operations.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources.

Directs a program of inspections of local buildings to determine the existence of potential fire hazards. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Insures that the fire scene is secured to prevent removal or damage of evidence. Assists arson investigation personnel who take charge of evidence and investigation of arson fires.

Provides for repairs and maintenance of all department facilities, equipment, or operating systems, and sees that equipment, property, and operating systems are inspected after repairs to insure that these were properly accomplished.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health

and physical fitness sufficient to perform the essential duties of the position.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years as a full time paid firefighter in a fire service position, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least eight (8) years as a full time paid firefighter in a fire service position. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years as a full time paid firefighter in a fire service position, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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